



**Delaware Open Data Council
Final Meeting Minutes
05/13/2019**

Dual Location: DTI Conference Room A/B, 801 Silver Lake Blvd, Dover and
PERB Library, 4th Floor, Carvel Building, 820 N. French St.,
Wilmington, DE

Council Members:

Member Name	Present	Member Name	Present
Rhonda Lehman, DTI (Chairperson)	Y	George Sharpley, DOL	N
Dana Rohrbough, DOS/GIC (Co-Chairperson)	N	Courtney Stewart, DOS	Y
Kim Chandler, DSHS	Y	Dean Stotler, OMB	Y
Philisa Weidlein-Crist, DOC	N	Steve Yeatman, DSCYF	N
Chuck Longfellow, DOE	N	Bob Zimmerman, DNREC	N
Gabriella Kejner, DHSS	Y	Karen Smith, DHR	Y
Sharon Dutton, DSHA	Y	Stacey Hoffman, DDA	Y
Todd Reavis, DOT	N	Jessica Borcky, OGov	Y
Leslie Poland, DOF	Y		

Public/Guests:

Mike Mahaffie, DNREC
Bonnie Arvay, DNREC
Erin Wilson, DNREC
Thomas Suarez, DNREC
Deb Sullivan, DTI
Bliss Zaborsky, DTI
Aaron Zamojski, DTI

Guests listening on the phone, but cannot participate in the meeting:

Dana Rohrbough, DOS/GIC (Co-Chairperson)

The meeting was called to order at 1:07pm. Skype issues prevented the meeting from starting on time.

Welcome/Introductions

Rhonda Lehman introduced a new Council member, Sharon Dutton from DSHA who joined the Council in place of Cynthia Karnai. Rhonda opened the floor to all Council Members and meeting attendees to introduce themselves.

Review/Approve Meeting Minutes (Meeting on 03/11/2019)

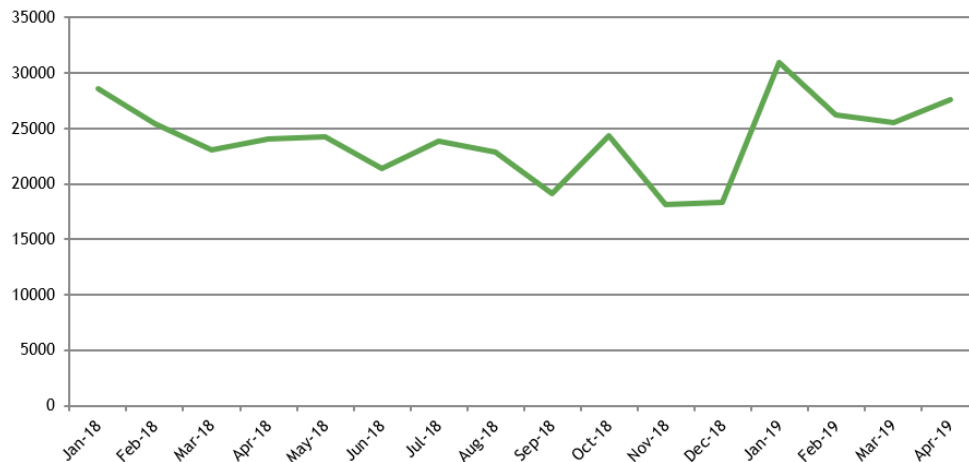
Courtney Stewart made a motion to approve the minutes. Kim Chandler seconded the motion. The minutes were unanimously approved by the Council.

Updates

- **Datasets Published/Underway**
 - There are now 64 datasets published in the portal. Two new datasets have been published since the last meeting:
 1. Proposed Datasets for the Open Data Portal
 - There are currently 160 proposed datasets
 2. Restaurant Inspection Violations (DHSS) with automation
 - This dataset has been on hold since 2017 due to incorrect data being in the Portal.
 - In Progress:
 - Casino Involuntary Exclusion List (DSHS)
 - Fantasy Sports Betting (DSHS)
 - Gambling Addiction Treatment (DSHS)
 - Licensed Casino Workers (DOF)
 - Boat Registration (DNREC)
 - DSCYF datasets
 - DSHA datasets
 - Elections
- **Current Portal Statistics**
 - The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are since 03/11/2019.
 - Open Data Portal
 - There have been 55,160 page views
 - The most popular datasets are:
 1. Delaware Business Licenses (15,344)
 2. Permitted Septic Systems (5,012)
 3. Delaware Historical Business Licenses (2,636)
 4. Well Permits (3,149)
 5. Delaware Historical Business Licenses (2,148)
 6. State of Delaware Checkbook (441)
 7. Disciplinary Actions for Professional and Occupational Licenses (386)
 8. State Employee Credit Card Transactions (357)
 9. Professional and Occupational Licensing (334)
 10. Licensed Child Care Providers and Facilities (311)

Portal Statistics

Open Data Portal
Total Page Views by Month



- Open Checkbook
 - DOF has come up with an Open Checkbook User Guide that Rhonda Lehman would like to upload to the Open Checkbook page.
 - Chuck Longfellow believes that the Open Checkbook is not as user-friendly as it could be. Rhonda suggested that a meeting be held to go over reviewing if users are going through the Open Checkbook Application or through the Portal.
 - Erin Wilson asked the Council if we can identify who has been viewing Open Checkbook.
 - Rhonda advised that we can only tell by cable provider.

Open Checkbook

Open Checkbook
Total Page Views by Month



Dataset Suggestions

- Since the last meeting four new dataset suggestions have been received
 - Child Care Non-Compliance Data
 - DOE Fitnessgram Data - The Department of Education should publish the raw data files for the fitness data collected through the Fitnessgram app.
 - DNREC – Permitted AST/UST - Above and underground storage tanks
 - List of Delaware Businesses by Industry Codes: The USDOL-OSHA Area Office located in Wilmington, DE, conducts safety and health enforcement inspections throughout the State. Identifying a business by their industry code, either by a SIC (Standard Industrial Classification) or NAICS (North American Industry Classification System), helps the USDOL-OSHA define jurisdictional limits for a proposed inspection and the scope for a planned inspection.

Open Data Action Plan

- Subcommittee has met several times and several more meetings are scheduled with the next being 05/30/19 at 3:00pm. The previously scheduled Subcommittee meeting, which was to be held on 05/08/19 at 3:00pm, was cancelled due to a lack of quorum per FOIA law.
- Rhonda Lehman provided a copy of the Draft Open Data Action Plan which the subcommittee has been working on.
 - After reviewing the draft, Council members proposed that a few changes be made.

- Page numbers should be added, a few spelling errors need to be corrected and a date should be put on the front of the draft.
- The graphic currently in the plan can't be used because it was used & created by Colorado. We must create our own and change the verbiage.
- Once the changes have been made the Council will do a final review. Rhonda then will send it to the Governor for final approval before putting it on the Open Data Council site.
- Rhonda Lehman walked through the tasks outlined in the Action Plan and the current status.
 - Discussion was held around putting together a small group to discuss procurement. Dean Stotler and Bob Zimmerman to be participate in this group. Potentially only one meeting will be needed.

Draft Strategic Plan

- Rhonda Lehman did a high-level walk through of the structure of the draft strategic plan.
- Dean Stotler asked if we have benchmarked our open data site compared to other states. Rhonda indicated that she has performed a high-level benchmarking of all states open data portals. Dean is interested in understanding the most popular datasets in other states that we might not have. Mike Mahaffie mentioned the Socrata Community of Practice calls and that this might be a forum where this could be asked.
- Dean feels this is heavily focused on identifying datasets and less focused on what we do and how we do it. How do we provide information in a way that the public wants to consume it?
- The Subcommittee will continue working on the plan and will present more at the next meeting.

Open Discussion

- Bonnie Arvay asked about the contract with Socrata and what the plans were regarding the Socrata Connected Government Cloud (SCGC) product. Rhonda Lehman explained to the Council what SCGC is and what features would be available. The State has not budgeted to purchase SCGC at this point in time. The grant that purchased the Perspectives product expires this year. They are planning for the future. Their contract for Perspectives expires in April 2020.
- Dean Stotler asked if we have established a mechanism to archive off data. Currently this is being determined by each agency per each dataset. Dean believes that it should be tied in with the records retention policies and should be addressed when a dataset is first published in the portal.

- Mike Mahaffie mentioned that the Governor was about to sign legislation making the Delaware Population Consortium a state entity under the Office of State Planning in November. He would like to see the population projection data in the portal.

Public Comment

None

Next Steps

The Council will continue to meet the second Monday of every other month. The next meeting is 07/08/2019 at 1:00 PM.

Future meetings are 09/09/19.

Adjourn

Dean Stotler had a prior commitment and had to leave. Due to no longer having a quorum the Council had to end the meeting. The meeting adjourned at 2:30 pm.